

City Attorney



Job Code: 1960
Grade: 143
Reports to: Mayor & City Council
Salary Range: \$101,782 - \$160,807
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs highly responsible administrative and professional work acting as legal advisor and counselor for the Mayor, City Council, City Manager, and other administrative officials on all matters relating to their official duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification works under the general supervision of the City Manager. Supervision is exercised over City staff as assigned.

ESSENTIAL FUNCTIONS

Work involves preparing all contracts, bonds, and other legal instruments and documents; performing legal research; preparing opinions; advising City officials; and representing the City in complex litigation and administrative proceedings

EXAMPLES OF WORK

- Represents the City in all legal matters, including the bringing and defending of suits.
- Attends meetings of the Mayor and City Council and meetings of boards, committees, and commissions appointed by the City Council; advises the Mayor, City Council, City Manager, and all City departments in reference to legal questions.
- Drafts contracts, leases, deeds, and resolutions; represents the Mayor, City Council, and City Manager before various local and state agencies and other governmental subdivisions.
- Answers public inquiries in reference to municipal legal matters.
- Supervises the work of legal and administrative staff; advises boards, committees, and commissions appointed by the City Council.
- Serves on various internal and external committees as required.
- Performs liaison activities to local and governmental agencies and organizations.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of statutory, constitutional, and common law of the State of Maryland, especially as these apply to City government; Thorough knowledge of local legislation pertaining to the City, and administrative law including governmental regulations and their enforcement; considerable knowledge of the principles, methods, materials, and practices of legal research; considerable knowledge of judicial procedure and the method and practices of pleading, and of effective technique in presentation of cases; considerable knowledge of modern principles of organization and management; ability to deal tactfully and effectively with administrative officials, local government officials, employees, court officials, and with the general public; ability to draft legal instruments, proposed legislation and legal opinions; ability to plan, assign and review the work of administrative staff.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited law school with a Juris Doctor Degree. Possession of a Maryland State license as a practicing attorney and admission to the Maryland Bar. Ten (10) years of professional

experience as an attorney, including a minimum of five (5) years of experience pertaining to the public sector and governmental law. Possession of a Maryland Bar Certification as a specialist in City, County, and Local Government Law preferred.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, standing, walking, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.